

**Louisiana Office of Telecommunications Management
Data Dial Tone VPN/Wireless LAN Service Order Form (OTM-31)**

OTM Order Number _____ Ticket Number _____
(To be completed by OTM) (To be completed by OTM)

Section 1

Agency Cost Center Number _____ Due Date Requested _____
Department/Office/Section _____
Primary Technical Contact _____ Email _____ Phone _____
Alternate Technical Contact _____ Email _____ Phone _____

TC Approval _____

Section 2

Type of Service Requested (check appropriate boxes)

☐ **Authentication Setup** (required for VPN or Wireless LAN services—OTM will proxy auth requests to agency radius server)

Radius Server IP Address _____

☐ **Virtual Private Network Service**

☐ **Group Service** (used for individual tunnel terminations with client software installed on remote PCs)

Bandwidth Requested (500K, 1Mb, 2Mb, etc.) _____

☐ **Site-to-site Service** (used for remote branch offices where a single VPN tunnel serves multiple users)

Bandwidth Requested (500K, 1Mb, 2Mb, etc.) _____

Public IP Address of Remote Office Termination Device _____

Required Information for VPN Services:

DNS Server IP Address _____ Domain Name _____

WINS Server IP Address _____

Private IP Address Pool for VPN Users _____

Restrictions (firewall rules to be pushed down to the client or other access restrictions)

☐ **Wireless LAN Service** (for agency home floors)

Required Information:

Building _____ Floor(s) _____ Room/cubicle # (s) _____

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Action Required (check appropriate box)

Section 3

- ☐ **Add New Service**
- ☐ **Terminate Service**
- ☐ **Change Existing Service** (please explain; user Remarks if necessary)

DDIAL Inventory Number _____

Remarks: (attach additional sheet for remarks if necessary)

Fax the completed form to OTM at 225-342-7372.